

JOB SUMMARY

Receive, process, document and monitor incoming prisoners for the Police Department or other agencies.

PRINCIPAL JOB DUTIES

1. Process incoming prisoners which includes searching the prisoner, taking inventory of property, photographing and fingerprinting, obtaining prior criminal history information, and completing and filing of related reports and documents. Process prisoners for release on proper authority.
2. Responsible for prisoner needs on a 24-hour basis according to shift assignment. Conduct routine visual inspections of prisoners.
3. Notify the Municipal Court Judge daily of Class C prisoners in custody.
4. Conduct daily, weekly and monthly inspections of the jail facility area for safety, supplies, security and sanitation.
5. Inform local law enforcement agencies regarding outstanding warrants on prisoners.
6. Serve as after hour Receptionist for the front lobby of the Police Department to assist in taking messages, answering questions, escorting guests and taking bond money.
7. Provide current outstanding warrant list for patrol utilization.
8. Assist in Communications (dispatch) by answering and processing non-emergency telephone calls.
8. Assist in the training of new personnel.
9. Perform related duties as assigned.

JOB QUALIFICATIONS

- Required:
- High school diploma or GED equivalent.
 - Valid Texas Driver's License.
 - Ability to type 25 words per minute.
 - Ability to multi-task.
 - Available to work shift work, weekends, and holidays.
 - Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above.
 - May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years.
 - May not have been, at any time, convicted of a felony offense or any family violence offense.

COLLEGE STATION POLICE DEPARTMENT

PUBLIC SAFETY OFFICER SELECTION PROCESS FLOW CHART

Candidate Applies Before Application Filing Deadline



Written Examination Administered



Typing Test Administered



Records Check



Oral Interview



Fingerprinting Check



Background Investigation



Interview with Chief of Police



Medical Examination*



Drug Screen*



Candidate

Selected

OR

Application Held

For Future Consideration

- Candidates must be successful in each phase of the selection process.

- Candidates may be eliminated/disqualified at any point in the process for failure to meet the criteria set forth by the Police Department.
- Process from application deadline typically takes 30 to 90 days.
- Those successfully completing the selection process will be placed on an eligibility list for 6 months. After 6 months the applicant must reapply.
- * A conditional offer of employment will have been made before the drug screen and medical exam are administered.